Policy & Administrative Guidelines Quality Control Checklist

Numbering sequence makes logical sense

Title of Policy represents the content of the policy

Revision and review dates are indicated

Cross references and legal references are accurate and up to date

Grammar & punctuation are correct

Terminology is consistent within SASD policies aligned with statutes, rules & laws, and aligned with contemporary language

Efforts to make policy "reader-friendly"; avoid unfamiliar language, jargon and acronyms

Administrative Guidelines are associated to a brief statement of Board Policy

Sept. 15, 2014